

**TOWN OF HOLLAND  
RIGHT-OF-WAY (ROW)  
WORK PERMIT APPLICATION**

Date	Planned start date	Projected completion date	Permit #
Project area and description		Subdivision (if applicable)	Block #
Applicant Name: Phone:		Contractor Name: Phone:	

The undersigned hereby agrees that any work conducted within the right-of-way will be installed in accordance with the Town of Holland Ordinance 1-2022. In particular, the following items must be adhered to when working within the Town right-of-way (ROW) which is 33 feet from the center line:

- (1) No person, firm or corporation shall place, construct, locate in, or cause to be placed, constructed or located in, any obstruction or structure within the right-of-way limits of any public road, highway or street in the Town of Holland except as permitted by this Section. As used herein the word "structure" includes private driveways, a portion of which extends into any public road, highway or street, and which is in non-conformance with this Ordinance.
- (2) Filling of ditches located within a public right-of-way is prohibited without written approval from the Town.
- (3) Backfill material. Material used for backfill shall be of a quality acceptable to the Town Maintenance Supervisor and shall be free from frozen lumps, wood, stone greater than 2" or other extraneous or perishable materials.
- (4) Erosion Control. Erosion control measures shall be implemented as necessary to control erosion, or as directed by the Town Maintenance Supervisor or by County Land Conservation when appropriate.
- (5) Completion of project: The Town Clerk must be notified when the project is completed.

See the reverse side for additional terms and conditions. *This permit application must be filed with the Town Clerk no less than five (5) business days before work commences.*

**NOTICE OF NONCOMPLIANCE:** All cited violations shall be corrected within 30 days after written notification unless an extension of time is granted. All costs incurred by the Town relating to the enforcement of Ordinance #1-2022 or in making the determinations or inspections necessary hereunder shall be paid by the applicant, included, but not limited to, Town administrative costs and inspectors' and attorneys' fees.

If the permitted work has not started by the Project Completion Date, this permit is null and void. If the permitted work has started but has not been completed by the Project Completion Date, the work shall not be completed unless authorized through an approved written time extension or a subsequent permit. ANY PERMIT ISSUED IS REVOCABLE.

<b>Applicant/contractor signing this application agrees to adhere to above stipulations or said work may require removal:</b>	Applicant/Contractor	Date	
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Certificate of Insurance Provided: ☐

Notes or requirements:

Town approval	Date
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## TOWN OF HOLLAND ROW WORK PERMIT GENERAL TERMS AND CONDITIONS

1. The applicant agrees to indemnify and save harmless the Town of Holland against any claims, demands or liabilities arising out of or caused by such construction work, including court cost and attorney fees incurred in the defense of such claims, and including liability imposed by law under Section 893.83(1) of the Wisconsin Statutes upon said Town and including any liability caused by the failure of the applicant to repair and restore the right-of-way (ROW) to its former condition, as hereinafter provided.
2. Applicant shall provide the Town with a Certificate of Insurance of their liability insurance, naming the Town of Holland as an additional insured. Said insurance policy shall provide a minimum of \$100,000 aggregate bodily injury and property damage coverage.
3. No work shall be performed and no opening or excavation shall be made within the limits of any Town maintained highway, street, other public way or public lands without prior notification in writing to the Town Crew Supervisor, to be given at least five (5) business days before the commencement of the work. In an emergency, immediate proper measures may be taken to remedy dangerous conditions for the protection of property, life, health, or safety without obtaining a ROW work permit no later than the end of the next succeeding business day. No permanent repairs may be made without first obtaining a ROW work permit.
4. There shall be no open cut excavation of the road unless expressly granted below. No openings in Town highways, Town maintained highways, streets, or other public ways, or public lands will be permitted when the ground is frozen, except when necessary in the opinion of the Town Board. In making such an opening, all materials excavated from existing or proposed pavements or driveways or within five feet (5) of the edges thereof shall be removed from the site and disposed of by the applicant in a manner approved by the Town Crew Supervisor.
5. All openings made in accordance with permission given pursuant hereto shall be enclosed with sufficient barriers, and lamps shall be maintained upon the same at night. All other necessary precautions shall be taken to guard the public against accidents from the beginning to the completion of the work. Underground facilities may be laid only on condition that the applicant is bonded for the damages that may result from his/her neglect of necessary precaution against all accidents to persons or property of others.
6. In opening a trench in any Town highway, Town maintained highway, street, other public way, or public lands, the excavated and work areas must be restored to the same condition and relation to the remainder as they were before. All rubbish, boulders, and other undesirable materials must be removed at once and the excavated areas shall be left in perfect repair, and so maintained for a period of one year thereafter.
7. Through traffic shall be maintained over said highways. If the work requires roadway closures or detours, a detour plan shall be submitted with the permit application.
8. All pipelines shall be installed and laid so as not to interfere with the use of the highways by the public nor the use of the adjoining land by the owner thereof, and no trees or bushes shall be cut, trimmed, or the branches thereof cut or broken in the construction or maintenance of any line without the consent of the owner of said trees or bushes.
9. If any utility services installed by the applicant interferes with the maintenance or construction of Town facilities within the ROW of any street or highway, the utility services shall be realigned at no expense to the Town.
10. Applicant shall be responsible for obtaining any and all other permissions and permits necessary to perform the permitted work, including those from the applicable federal, state, local government or agencies. This shall include, but not be limited to the property notification of Diggers Hotline.
11. Applicant shall restore all disturbed areas to their present or better condition within fourteen (14) days after completion of the work and be to the satisfaction of the Town Crew Supervisor.
12. The Town retains the right to impose other terms, conditions and specifications during the term of this permit as circumstances warrant.
13. The Town retains the right to rescind, revoke or modify this permit at any time when deemed by the Town to be in the best public interest.
14. Special terms, conditions or specifications: \_\_\_\_\_  
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